

DD/S 70-4530

16 NOV 1970

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
✓ Director of Training
Chief, Support Services Staff
[REDACTED]

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SUBJECT : Implementation of OMB Circular A-44 (Revised),
dated 16 February 1970

REFERENCE : Routing Sheet Note to Above Adses fr C/PS-DD/S;
re same subject; w/att

1. Directorate Planners met [REDACTED] on 16 November in order to formulate additional implementation instructions mentioned in the reference.

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2. It is hoped that the reporting instructions can, at some future date, be modified to permit inclusion of the information called for in the annual report in the normal budget submittals.

3. The first report to be submitted to the Chief, DD/S Plans Staff no later than 21 December 1970 should include nothing at all regarding FY 1970. This initial report is necessary because the data was not included when the last budget went forward, and the report covers the period of time between 1 January and 30 June 1971. Please note that Section I, "Management Effectiveness Goals," and Section II, "Cost Reduction Goals," are the only sections to be included in the initial report. The first full report will be submitted so as to reach the Executive Director-Comptroller on 30 June 1971. This report will contain all four sections and will cover the period 1 July 1971 - 30 June 1972.

4. Your reports should be limited to your own Office's budget. This is necessary in order to avoid confusion as to who claims what savings.

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5. [REDACTED] has stated that a form and set of instructions will be prepared for the 30 June 1971 report. No such uniformity is needed for the first report.

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[REDACTED]
Chief, DD/S Plans Staff